

# **BREAK THROUGH<sup>®</sup>** **CD & DVD MANUFACTURING**

**SINCE 1996**

Phone: 773. 395. 0100  
Toll-Free: 800. 449. 6360  
Fax: 773. 409. 5416  
1644 N. Honore Suite 102  
www.breakthroughaudio.com  
sales@breakthroughaudio.com

Welcome to Breakthroughaudio.com! Please fill out the attached forms completely. This will help to ensure that your project runs as smoothly as possible.

|                            |                     |
|----------------------------|---------------------|
| Artist/Company/Band _____  | Need by Date _____  |
| Project Title _____        | Quoted Amount _____ |
| Contact Name _____         | Ship To _____       |
| Contact Phone _____        | _____               |
| Contact Email _____        | _____               |
| Graphic Artist Name _____  | _____               |
| Graphic Artist Email _____ | _____               |
| Graphic Artist Phone _____ | _____               |

Please check all that apply:

Barcode (Free)  Yes  No



Top Spine label (add \$.04 per)  Yes  No



Shrink-wrap (Free)  Yes  No

## Order Checklist:

Once all of the following are taken care of your order will be considered in production

- Quote Received
- Templates Received
- Audio Master Submitted with Timecode Sheet
- Intellectual Property Rights Form Submitted
- Artwork Submitted via CD-Rom or uploaded to our server
- Deposit of 50% put down if shipping to Breakthrough, 75% if shipping Direct

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Artist/Company/Band \_\_\_\_\_

Project Title \_\_\_\_\_

Need by date \_\_\_\_\_

Ship To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes/Special Instructions

(Circle all that apply)

Quantity: 1,000 2,500 5,000 10,000 25,000 50,000 100,000 Other \_\_\_\_\_

Media Type: CD Audio CD Rom DVD-5 DVD-9 DVD-10 Dual Disc (CD one side/DVD other side)

Media Colors: 1 2 3 4 5 White Flood (counts as a color)

Package Type: Jewel case 5" Sleeve DVD Box Slimline Window Sleeve Digipak

None (bulk) Other \_\_\_\_\_

Print Type: 2 Panel 4 Panel 6 Panel 8 Panel 10 Panel 8 Page 12 Page Wrap Sheet

Tray Card Only Front Insert Only Other \_\_\_\_\_

Insert Color Scheme: 4/1 (full color outside/black & white inside) 4/4 (full color inside and out)

4/0 (full color on one side only) Other (Spot Colors) \_\_\_\_\_

Tray Color: Clear Black White Hinged (for double CD or DVD) None

Topspine Info: Artist/Company/Band \_\_\_\_\_

Project Title \_\_\_\_\_

Barcode # \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Catalog# \_\_\_\_\_





# Intellectual Property Rights (IPR) Form

To be submitted with each new order sent for replication

**This form must be completed by the individual or organization soliciting replication and not a broker or intermediary**

- > **Letters of Indemnity are not adequate.**
- > **LICENSED content requires proof of licensing for replication.**
- > **OWNED content indicates the individual/organization completing this form is the IPR owner.**

Title of Project: \_\_\_\_\_

How will product be distributed?  Within an organization  Retail  
 Free to public  Other \_\_\_\_\_

In which countries will product be distributed? \_\_\_\_\_

Do you own the Intellectual Property Rights for the contents of the ENTIRE recording or project?

YES  NO

- > Mark "YES" if you are the **OWNER** of the intellectual property rights of **ALL** the content on the disc.
- > If the answer is "NO", you **MUST PROVIDE PROOF OF LICENSING** (permission from the actual owner of the content) before replication can begin.
- > Proceed to the section (1,2, or 3) below that applies to the content of your disc. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

## 1. CD-ROM / DVD-ROM Content : \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of ALL content on the disc, list on page two of this form or on a separate sheet all non-owned software, including freeware and shareware products (such as Acrobat Reader, Apple Quicktime, Internet Explorer, MS Powerpoint Viewer, etc.):  
\_\_\_\_\_
- For any non-owned software, attach necessary distribution licensing documentation from the software vendor/publisher. (You should consult the software vendor for what is required)

## 2. Audio (CD or DVD) Content:

Is this a COMPILATION?  YES  NO

Artist(s) \_\_\_\_\_ Content/Music Type \_\_\_\_\_

- **A list of 1)TRACK TITLE, 2)ARTIST and 3)IPR OWNER (typically the performer or record label) for each track on the disc is REQUIRED for ALL audio titles, even if you own the content and performing rights for all recorded tracks.** (see page two of this form)
- If you are not the IPR owner (typically the performer or record label) of every track, you must provide proof of replication licensing from IPR owner.
  - > Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.
  - > "Cover versions" of songs written by someone other than the performing artist require proof of mechanical licensing or compulsory licensing.

## 3. Video (CD / DVD) Content: \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of the video content, proof of replication licensing from IPR owner is **REQUIRED**.
  - > If there are audio tracks in the video that are separately licensed, complete Audio Section 2 above and provide necessary Audio/Video Synchronization licensing

*I declare that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s). I further declare that I am the intellectual property rights owner for all contents indicated as being "owned" and I authorize its duplication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)), the replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.*

Name of Company, Organization or Individual Soliciting Order \_\_\_\_\_

Signature of Representative from Party Soliciting Order \_\_\_\_\_

Print Name, Title, Date & Phone # \_\_\_\_\_

(must be completed by individual or organization ordering replication, **not by a broker or intermediary**)



# Intellectual Property Rights (IPR) Form

(must be submitted with every new order)

Page Two of Two

**Please use this chart to:**

- List track titles, artist(s) and IPR owners for ALL tracks on audio discs
- List chapter titles and any music titles used on Video discs
- List all copyrighted software on CD or DVD ROM discs, including:
  - software copyrighted by your company or the company that developed the CD for you
  - any other executable (.exe) files not owned by you or your company (this includes applications by Microsoft, Apple, Intuit, Corel, Adobe, etc.
  - any shareware or freeware executable (.exe) files on the disc (Acrobat Reader, Macromedia Flash, Apple Quicktime, Internet Explorer, Netscape Navigator)

| No. | Artist/Creator | Song/Chapter/File Name | Time/Size | Performance (IPR) Owned By: <sup>1</sup> | Licensed from: <sup>2</sup> |
|-----|----------------|------------------------|-----------|--|-----------------------------|
| 1   |                |                        |           |  |                             |
| 2   |                |                        |           |  |                             |
| 3   |                |                        |           |  |                             |
| 4   |                |                        |           |  |                             |
| 5   |                |                        |           |  |                             |
| 6   |                |                        |           |  |                             |
| 7   |                |                        |           |  |                             |
| 8   |                |                        |           |  |                             |
| 9   |                |                        |           |  |                             |
| 10  |                |                        |           |  |                             |
| 11  |                |                        |           |  |                             |
| 12  |                |                        |           |  |                             |
| 13  |                |                        |           |  |                             |
| 14  |                |                        |           |  |                             |
| 15  |                |                        |           |  |                             |
| 16  |                |                        |           |  |                             |
| 17  |                |                        |           |  |                             |
| 18  |                |                        |           |  |                             |
| 19  |                |                        |           |  |                             |
| 20  |                |                        |           |  |                             |

**(Please continue on another sheet if you have additional songs or files)**

<sup>1</sup>If you are performing a 'cover tune', you probably own your own performance of that song (IPR), which is what this column is asking for. For 'cover tunes', you must provide mechanical licensing to perform the work from the publisher or from the Harry Fox Agency ([www.songfile.com](http://www.songfile.com)).

<sup>2</sup>If you don't have the rights to a performance (i.e., someone else owns the master recording), then you must obtain a license to include the performance on your disc and include proof of license agreement with your order.